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1. As a preliminary to describing the functionary posts in SED Kreise, City Districts, ("Stadtbezirke"), and House Blocks ("Wohngruppen") in Berlin, certain broader organizational terms must be defined. In Berlin the SED Kreise correspond geographically to the administrative boroughs ("Bezirke") such as Zehlendorf, Mitte, Treptow, and so forth. The city districts ("Stadtbezirke") correspond geographically to the administrative subdivisions of the boroughs, e.g., Berlin-Zehlendorf includes the following subdivisions: Dahlem, Zehlendorf-Mitte, Zehlendorf-West, Schlachtensee, Nikolassee, and Wannsee. Within the City Districts the House Blocks are arbitrary subdivisions somewhat comparable to the House Blocks of the Nazi system. The membership is variable, usually around thirty persons, and consists as a general rule of the party members living in one block length of one street. The SED organization for all Berlin constitutes the SED Landesverband Berlin, precisely analogous to the NSDAP "Gau". Thus, "Landesverband" is a term designating all party members and units within a Land--in this case, Berlin. What, through common usage both within and without the party has been referred to generally as "the Landesverband"--i.e., the permanent, top, administrative headquarters and offices of the SED in Berlin--is in reality not the Landesverband at all. This permanent staff, the "Landesvorstandsbüro", consists of about 300 employees inclusive of drivers, messengers, et al., and is actually the administrative and executive offices of the board of directors or governing committee of the SED in Berlin, the "Landesvorstand".

25X1 **Comment:** The party leadership has recently urged party members to refer to the Landesvorstandsbüro as the "Landesvorstand" rather than the "Landesverband".

The House Blocks, City Districts, and Kreise also have "Vorstände". To the governing committee of the House Block belong the Polleiter and Orgleiter (automatically first and second chairmen, or "erster und zweiter Vorsitzender") as well as the heads of functional departments--usually Treasury ("Kasse"), Literature, Personnel. To the governing committee of the City District belong the Polleiter and Orgleiter (as in the House Block, automatically the first and second chairmen), the first chairmen of the House Blocks, and the heads of the functional departments of the City District. The

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most important of the latter are the functionaries for Treasury, Literature, Party Training, and Recruiting ("Werbung"). In the Kreis governing committee the first and second chairmen are not necessarily the Polleiter and Orgleiter. On the Kreis governing committee, in addition to the chairmen, are the first and second chairmen of the City Districts, and the heads of all functional departments of the Kreis. The most important of these latter are, in addition to those named for the City District: Youth, Women, Economics ("Wirtschaft"), Community Problems ("Kommunalpolitik").

Comment: In conversational usage among party members the word "Vorstand" is used less in the formal sense outlined above than to designate whatever small group actually wields the power. Since all functionaries are not equally active and equally influential, this is usually a much smaller group than the complete governing committee. On the Kreis level, this small, influential group is usually called the Sekretariat, which includes the first and second chairmen ("Vorsitzender") and the full-time functionaries or "Kreissekretäre".)

Comment: Designated as "Kreissekretäre" are those functional department heads who are directly assigned to their positions by the Landesvorstand, and whose salaries are paid by the party. Ideally, each department would be headed by a Kreis secretary, but, especially in the western sectors of Berlin, the party cannot afford the necessary salaries. Such Kreis secretaries are usually, but need not be, residents of the Kreis to which they are appointed. In addition to the functional department heads, the Kreis Orgleiter may also be a Kreis secretary, and in that case would be known as the Kreis secretary. The City District may also have such "angestellte Sekretäre", but in the western sectors they usually do not--again for money reasons; in the Soviet Sector it is customary.)

There are also on the Land, City District, and Kreis levels what are known as expanded governing committees ("erweiterte Vorstände"), to which additional functionaries and functionaries from lower echelons belong. For example, although only the first chairman of the House Block belongs to the governing committee of the City District, both the first and second chairmen belong to the expanded committee ("erweiterter Stadtbezirksvorstand"). the expanded Landesvorstand includes the first and second chairmen of the Kreise. House Blocks do not have expanded committees, although the term is occasionally loosely used to indicate the House Block governing committee with the leaders of the Ten-Man Groups present.

2. In the following list all functionary posts on the Kreis, City District, and House Block level are described.

Political Leader ("Politischer Leiter"):

In the House Block is the first chairman, and as such is responsible for all phases of party work, including administration and the execution of instructions from higher levels. He belongs automatically to the expanded governing committee of his City District ("erweiterter Stadtbezirksvorstand").

In the City District he has the same duties, on a proportionately larger scale. Is to a certain extent responsible for the House Blocks. Belongs automatically to the expanded governing committee of the Kreis.

In the Kreis the same duties; and is usually, but not always, the first chairman.

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Comment: The Political Leader must have a good ideological understanding, and whenever possible must have attended at least an SED school for Kreis functionaries. He is personally responsible for the following of the party line in his organization.)

Functionary for Organization ("Orgleiter"):

In the House Block is the second chairman ("zweiter Vorsitzender") who presides at all assemblies. Is responsible for the organizational Apparat and for party activities, supervises contact with the Ten-Man Group leaders and with higher echelons. He works closely with the Personalobmann of his House Block, and has the final say in the evaluation of party members in his unit. Belongs to the expanded City District governing committee.

In the City District the Orgleiter's duties are the same, but the increased jurisdiction demands more emphasis on coordination than in the House Block. In great measure his importance stems from the fact that requests from higher echelons for evaluations or judgements of party members for the entire City District are channelled to him. He answers these requests after consultation with the City District Personalobmann and the House Block Orgleiters, but his final authority makes him the most important functionary below the Kreis level. He may be elected to his post without Kreis approval, but as a matter of practice his selection is in accordance with Kreis desires. He belongs to the expanded Kreis governing committee.

In the Kreis the Orgleiter is usually the first or second "Kreis secretary" (see para. 1 above), and invariably belongs to the Kreis governing committee. He is responsible for the performance of the entire Kreis organization and for its supervision down to the lowest rank. As a rule he is the functionary responsible for translating party theory into party action, and it thus depends on his ability whether the commands of the Landesvorstand will result in purposeful action or merely be passed on to lower echelons in the form of slogans. Needless to say, organizational talent and intensive training are prerequisites for a good Orgleiter.

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Comment: The post of Orgleiter in the House Blocks has a disproportionate turnover of personnel, because it is so frequently used to give experience to useful or important personnel in the top levels of the party who have no experience in basic party work.)

Functionary for Personnel ("Personalobmann"):

In the House Block is responsible for the personnel cards, although this duty is frequently preempted by the Orgleiter. He is further responsible for the making of assignments within the party, and separating in the records those members who should be active members of the House Block from those who, by virtue of belonging to a Shop Group ("Betriebsgruppe") are excused from active work locally.

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Comment: This latter responsibility has been fulfilled only in rare instances, resulting in a situation wherein malingering is widespread and party members excuse themselves in the House Block by claiming unjustifiably that they are busy in the Shop Group, and vice versa.)

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Together with the Orgleiter, the Personalobmann is responsible for the personnel side of organizational questions, tenders his opinions on the evaluation of members, advises on the members to be selected for development into functionaries and for training. Plays a leading role in the investigation of members.

In the City District the Personalobmann's duties are essentially the same, except that here he usually has also a more confidential role [redacted]. He is an important co-worker of the City District Orgleiter, and chairman of the City District Personnel Commission. The Personalobmann is also influential in the selection, both individually and as a matter of policy, of persons from his jurisdictional domain for positions outside the party, e.g., in the Soviet Sector or Soviet Zone government. He is, furthermore, expected to be well informed on significant personalities living or working in his City District who are not members of the party.

Comment: The Personalobmann of the City Districts would appear to be more important than those of the House Blocks and Kreise. As with the City District Orgleiter, most questions on personnel usually end up with him. The House Block Personalobmann, prevented by the number of members for whom he is responsible from having a complete knowledge of individuals, is forced to accept the City District's opinion.)

In the Kreis the Personalobmann has the same responsibilities as in the City District, but is even more influential in the selection of party members for positions outside the party. In addition, he maintains (in various degrees, depending on the ability of the various functionaries and on the situation in his Kreis) liaison with the personnel departments of large shops and offices in his Kreis.

Comment: In this connection it should be noted that SED headquarters below the Kreis normally have no responsibility for Shop Groups within their geographical area, whereas the Kreise do. [redacted] SED Kreise in the Soviet Sector of Berlin have special functionaries for Shop Group matters. In the western sectors the extent of City District responsibility is the occasional provision of logistical support, especially in the matter of propaganda material, throw-aways, posters, and so forth.)

Treasurer ("Kasse"):

In the House Block responsible for the collection of dues and the issuance of monthly paid-up dues stamps, in collaboration with the Ten-Man Group leaders. He disburses party funds for House Group party work, and regulates all financial matters with the exception of the sale of party literature.

In the City District the treasurer forwards the party dues to the Kreis and distributes the party-book stamps (indicating the payment of dues or contribution to various special fund-raising campaigns such as reconstruction or party schools) to the House Blocks.

In the Kreis essentially the same.

Functionary for Recruiting, Press, and Radio ("Werbung, Presse, Rundfunk"):

In the House Block this function, at least in the western sectors, is rarely filled. The function resulted from the

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recent split of the function of Recruiting and Training ("Werbung und Schulung") into two functions--this one and Party Training, Culture, and Education ("Parteischulung, Kultur und Erziehung"). Because of the functionary shortage, most House Blocks have not attempted to fill either post.

In the City Districts the situation is much the same.

In the Kreis it has not as yet assumed a concrete form.

Functionary for Party Training, Culture, and Education ("Parteischulung, Kultur und Erziehung"):

In the House Block the same situation obtains as for the function of Recruiting, Press, and Radio. Even when the post is filled, nothing is accomplished, because the House Block presents too limited a field. The training of lecturers in the House Blocks is being attempted, but this work, when done, is usually in the hands of the Polleiter.

In the City District this functionary organizes occasional study evenings for functionaries, sometimes with the help of lecturers from the Kreis.

In the Kreis the post is more significant. From the Kreis, lecturers are dispatched who discourse on the current themes of the party line in accordance with a prescribed pattern. This functionary is also responsible for functionary training within his Kreis, and for actual cultural work--choral singing, presentation of films, organized attendance at the theater, and so forth.

Functionary for Literature ("Literatur"):

In the House Block this post is always filled, even when, in order to fill it, a completely unsuitable person is used. It is his duty to distribute party literature to the Ten-Man Group leaders. Some of this literature is free, and some is for sale. Each echelon adds a few pfennigs to the price of the literature, and turns this profit over to the treasurer.

In the City District the same responsibilities of distribution and sale.

In the Kreis the same.

Functionary for Women's Affairs ("Frauenarbeit"):

In the western sectors this function is quite unimportant on the House Block and City District levels. It is the duty of this functionary to give advice on housekeeping, care and rearing of children, professional opportunities, and so forth.

Functionary for Youth Matters ("Jugend"):

Also unimportant in the House Block and City District, this function includes the duty of liaison with the FDJ, the SED-sponsored German youth organization.

Functionary for Community Problems ("Kommunalpolitik"):

In the House Block this functionary has few specific assignments, but his work is nevertheless significant. He watches

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over all community measures of the governmental authorities, and attempts if possible to influence them. He maintains contact with the SED city and borough assemblymen, and advises them on necessary new measures and the progress of current measures. Because of the almost complete exclusion of the SED from community government in the western sectors, the work of these functionaries at present consists for the most part of assembling material for release as publicity or propaganda by the Landesvorstand or the Soviet-licensed press. Despite the importance attached to this function, the personnel occupying the post in the House Blocks are usually incompetent.

In the City District the work is not accomplished as it should be. Theoretically, the City District functionary should work hand in hand with the city administrative offices in his borough and put through the recommendations of the House Block functionaries.

In the Kreis the function is frequently quite significant. When possible the post is filled by a man who is himself a city or borough assemblyman.

Functionary for Economic Matters ("Wirtschaft"):

In the House Block this post, in the western sectors, is rarely filled, and because of the limited sphere of action in the House Block is not of any importance.

In the City District this functionary's work runs parallel to that of the city administration in his locality. At present the chief responsibility of this functionary is to be prepared at all times to give a complete description of the economic situation in his area.

In the Kreis the same.

Functionary for Labor and Social Welfare ("Arbeit und Sozialfürsorge"):

In the House Block this post is frequently split, with one functionary for labor matters and one for welfare. This functionary is also expected to work along the same lines as the city administration, and particularly to observe its work in these fields. He is also responsible for the welfare program within the party, comforts aged or ailing comrades, promotes kindergarten work, and so forth.

In the City District the functionary has primarily the duty of advising and supervising lower units.

In the Kreis the same.

Mass Organization Work ("Arbeit in den Massenorganisation"):

is considered by the party to be one of the most important functions, but the post is, nevertheless, rarely filled below the Kreis level. This functionary has the responsibility of liaison with the SED-dominated mass organizations, for ensuring that they follow religiously the party line, and for the coordination of party work with mass organization work. The functionary normally has a co-worker for each of the organizations: FDGB, OoF (VVN), DFB, FDJ, Sozialhilfe, Volksbewegung für Einheit und gerechten Frieden, and sometimes the Kleingärtnerverbände.

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